

**March 7, 2016**

TO: Qualified Engineering and Construction Firms

RE: Request for Proposals (RFP) – **Jericho STP BP15(10) – MMU Path Segment 2**

The Town of Jericho (Town), acting through its Municipal Project Manager (MPM) is requesting proposals for consultant services to develop contract plans, specifications and construction cost estimates and provide design engineering services during construction as detailed in the attached Scope of Work for the **MMU Path Segment 2** project.

Through a grant agreement between the Town and the Vermont Agency of Transportation (VTrans), the Town manages the project while the VTrans Municipal Assistance Bureau (MAB) administers funding.

All work will be accomplished in accordance with the attached Scope of Work (SOW) **dated March 7, 2016**. Since the project's funding is administered through VTrans, work will also be accomplished in accordance with the attached State of Vermont - Agency of Transportation – Specifications for Contractor Services dated June 2014 . Adherence to the MAB Guidebook is required.

A briefing session and site walk is scheduled **for March 16, 2016**. Participants should meet at 10am at the Jericho-Underhill Fire Department located at 288 Brown's Trace in Jericho, Vermont. Call (802) 899-9970 x109 for information or directions. Generally, the project consists of designing a multi-use path along Browns Trace between Pratt Road and Ethan Allen Road. Realignment of a section of Browns Trace road may be necessary depending upon the route of the path.

In order to be considered responsive to this RFP, each proposal will conform to the following requirements:

1. Submit five (5) copies each of the Technical and Cost Proposals, in separate sealed envelopes. Number all pages in the Technical Proposal consecutively.
- 1A. THIS WILL BE A FIRM FIXED PRICE CONTRACT. IT HAS BEEN DETERMINED THAT THIS TYPE OF PROJECT IS SUITED FOR A FIRM FIXED PRICE CONTRACT SO PLEASE DEVELOP THE COST PROPOSAL ACCORDINGLY.
- 1B. Invoicing will be paid based on the following milestones and associated percentages:
  - Completion and Acceptance of Conceptual Plans – 20%
  - Right-of-Way Clearance Certificate from VTrans – 20%
  - Submission of 85% (Final) Plans and Draft Bid Documents – 20%
  - Submission of 100% Contract Plans and Final Bid Documents – 20%

Award of the Construction Contract – 10%  
 Completion and Acceptance of Construction – 10%  
 These percentages will be based on the total of the firm fixed price contract.

2. Provide a summary of estimated labor hours by task in the Technical Proposal for the prime and any proposed sub-consultants (as appropriate).
3. Provide in the Cost Proposal a composite schedule by task (one for the Consultant and one for each sub-consultant) of estimated labor hours, hourly rates per person/class of labor and total dollars for each task. **The reason for this is to assist the selection committee with determining how the proposer developed the firm fixed price cost proposal. This information will also be used for comparison purposes.**
4. Provide a proposed project schedule.
5. All prospective consultants and subconsultants must be on the VTrans qualified list, or found eligible for addition to this list. The proposals must include provisions for an archeological and historic review; if this work is to be completed by subconsultant(s), the subconsultant(s) must be qualified to complete archeological and/or historic reviews.
6. The selected consultant will need to have a current VTrans AF38 on file with VTrans prior to signing a contract. Please note in the Proposal if this information is currently on file with VTrans. Form AF38 can be found on the VTrans website ([www.aot.state.vt.us/conadmin/relateddocs.htm](http://www.aot.state.vt.us/conadmin/relateddocs.htm)). See **Section two on page F-2** of Form AF38 for reporting requirements. **PLEASE NOTE THAT IF THE DOCUMENTS ARE CURRENT AND ON FILE WITH THE AGENCY, DO NOT RESUBMIT THEM. A LETTER INDICATING THE DOCUMENTS ARE ON FILE WITH THE AGENCY WILL BE SUFFICIENT.**
7. Clearly indicate the following information on the outside of each of the two sealed envelopes or packages containing the Technical Proposals and Cost Proposals:

Name and address of the prime consultant:

Due date and time:

Envelope contents (e.g., Technical Proposal or Cost Proposal)

Project name:

***NOTE: IF ANY OF THE ABOVE REQUIREMENTS ARE NOT MET, THE PROPOSAL WILL NOT BE CONSIDERED.***

The proposal will be evaluated considering the following weighted criteria:

Criteria	Weight	Maximum Points	Weighted Total
1. Understanding the Scope of Work	5	5	25
2. Knowledge of Project Area	2	5	10
3. Qualifications/Experience of Proposed Staff	3	5	15
4. Availability of Technical Disciplines	2	5	10
5. Past Performance on Similar Projects	5	5	25
6. Reasonableness of proposed schedule and labor hour estimates	3	5	15
			100

Once the technical proposal is discussed and ranked, the cost proposal will be reviewed for consistency with, and in light of, the evaluation of the technical proposal. The Town reserves the right to seek clarification on any proposal submitted and to select the proposal considered to best meet the public interest.

Mileage and meals (except for the lunch meal) will be reimbursed at actual cost up to the maximum State rate. Lodging will be reimbursed based on receipt.

The consultant awarded this contract shall, upon notification of award, apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already registered. The contract will not be executed until the consultant is registered with the Secretary of State's Office. The successful consultant will be expected to execute sub-agreements for each subconsultant named in the proposal upon award of this contract.

The consultant's attention is directed to the VTrans DBE Policy Requirements. These requirements outline the State's and the consultant's responsibility with regard to the utilization of Disadvantaged Business Enterprises (DBE) for the work covered in the RFP & SOW.

Prior to beginning any work, the Consultant shall obtain Insurance Coverage in accordance with the Municipal Assistance Bureau Guidebook (**Specifications for Contractor Services dated June 2014**). The certificate of insurance coverage shall be documented on forms acceptable to the Town of Jericho. The Consultant is responsible to verify that:

- (a) all subconsultants, agents or workers meet the minimum coverages and limits plus maintain current certificates of coverage for all subconsultants, agents and workers
- (b) all coverages shall include adequate protection for activities involving hazardous materials

- (c) all work activities related to the agreement shall meet minimum coverages and limits

No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the Consultant for the Consultant's operations. These are solely minimums that have been developed and must be met to protect the interests of the Town.

All proposals become the property of the Town upon submission. The cost of preparing, submitting and presenting a proposal is at the sole expense of the proposer. The Town reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel this RFP in part or in its entirety if it is in the best interests of the Town. This solicitation of proposals in no way obligates the Town to award a contract.

All questions related to this Request for Proposal shall be addressed to Todd Odit, Municipal Project Manager at (802) 899-9970 x109. Proposals should be submitted to the Town of Jericho no later than **March 30, 2016 at 3:00 pm**. Proposals received after the deadline will not be accepted.

If any proposer is aggrieved by the proposed award of the contract, he or she may appeal in writing to the Jericho Town Selectboard, Town of Jericho, P.O. Box 39, Jericho, VT 05465. The appeal must be post-marked within fourteen (14) calendar days following the date of written notice to award the contract. **Any decision of the Town Selectboard is final.**

Other than for very routine questions, all questions will be answered in writing and distributed to all prospective proposers.

Proposals should be sent to Todd Odit, Municipal Project Manager at the following address: Town of Jericho, P.O. Box 39, Jericho VT 05465.